mid-atlantic archivist

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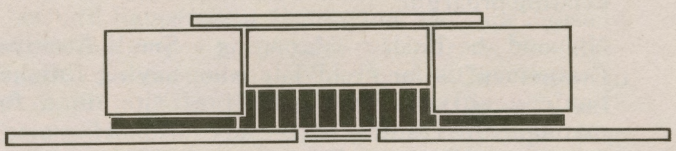
## FALL '87 MEETING CHARLESTON, WV OCT. 15-17

Charleston, the state capital of West Virginia since 1885, will host the Fall 1987 MARAC meeting. The meeting, headquartered at the Charleston Marriott, will take place October 15-17.

All roads lead to Charleston. It is served by four national: US 21, 35, 60 and 119; six state: WV 17, 34, 85, 94, 114 and 622; and three interstate highways: I-64, I-77 and I-79 all come to Charleston. By car, Charleston is only 348 miles from Washington, 401 miles from Baltimore and 605 miles from New York City.

The Fall in West Virginia is one of the most beautiful seasons and you should experience it along with one of the finest MARAC programs to come along in some time. Five major airlines serve Yeager Airport with direct flights to Washington, New York, Syracuse, Pittsburgh and other Eastern cities. US Air will offer a 40% discount off the cost of regular coach fare, as well as ultrasaver rates which at this time range from $138 round trip from New York to $150 round trip from Washington. Bus and train service are available.

From the beauty and splendor of the rural, mountainous landscape of West Virginia, visitors to Charleston discover a modern, thriving city of sixty-four thousand. Founded on the banks of the Kanawha and Elk Rivers almost two hundred years ago, the city is the state's government, commercial, banking and business center. The daily population rises to a quarter million people commuting into the city for work and shopping from the greater Kanawha Valley communities whose combined population represent approximately one-half the state's total population.



Charleston, benefiting from the renaissance of the historic downtown business area and the development of one of the East Coast's largest downtown malls, is a thriving city of many attractions. It offers southern manners and hospitality, a scenic skyline, river beauty and a rich Appalachian heritage. Within a space of less than two miles one can enjoy the architecture of Cass Gilbert in the State Capitol, the historical and craft exhibits at the Cultural Center, old residential neighborhoods and mansions, "Old Charleston" major shopping areas and the mall. The Marriott, a major city hotel offering health facilities and an indoor pool, is within two-three blocks of numerous shopping and dining experiences. Parks, forests, golf and tennis facilities are all within a five mile radius.

Museums and other cultural and recreational opportunities, such as the dog track and white water rafting, can be reached in a half-hour to one hour drive.

Charleston and West Virginia invite all MARAC members to experience "Wild Wonderful West Virginia" this fall.

The Charleston meeting will offer a first for a MARAC conference: four workshops. There are three pre-conference workshops for Thursday, October 15 and one post-conference workshop for Saturday, October 17. Enrollment is limited so plan early.

The Society of American Archivists is offering a one-day workshop, "Starting an Electronic Records Program" on Thursday, October 15. Margaret Hedstrom of the New York State Archives will teach the course, which is limited to 25 individuals. The workshop, which will be offered at the NAGARA meeting this summer, addresses the problem of dealing with computer-generated electronic records so as to preserve the information and will provide participants with a draft plan that they can apply to their own institutions immediately.

The Kentucky State Archives will present a workshop to assist the local records administrator and/or archivist in developing and managing a nuts and bolts records program. The emphasis will be on county and municipal records. The workshop will address the development of good records scheduling utilizing retention and disposal schedules, storage options, microfilm and automation. The workshop, offered several years ago at the NAGARA Wisconsin meeting, with much new information and insights gained from Kentucky's aggressive state regrant program will provide attendees with the basics for implementing a new program or improving an existing program.

"Beyond the Basics: Managing a Small Archives Repository" is for archivists who, having finished basic archive workshops, feel the need for managerial training in the operation of a small repository. Thomas Frusciano, archivist of New York University archives, and Denis Sennett, archivist, Friars of Atonement Archives, designed this workshop for those who have been working in small or one-person shops for over five years. The workshop, which will address long range planning, outreach and public relations, staffing and accessioning and access, is being offered in response to the need expressed by MARAC's members.

On Saturday, "Film and Video Care on a Shoestring" will be offered as a post-conference workshop. Led by Richard Fauss, audiovisual archivist for the West Virginia Department of Culture and History, 10 registrants will learn the basics of film and video care and will receive some hands-on experience.

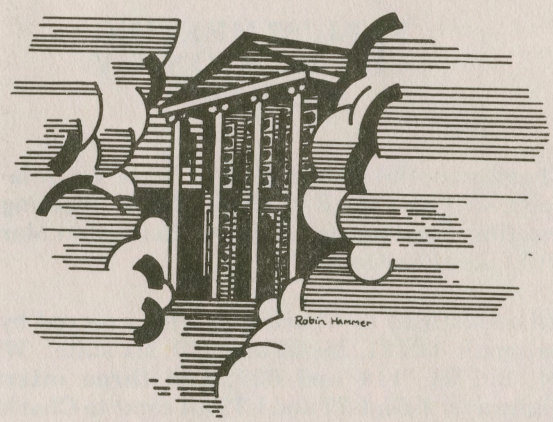
## PRESIDENT'S MESSAGE

As newly-elected chairperson of MARAC, I am looking forward with excitement to a rewarding two years of service and an opportunity to repay, in small measure, an organization which has provided so much both personally and professionally. One of MARAC's great strengths is the enthusiasm and dedication of its membership which has impressed me anew as people have volunteered assistance along with their best wishes.

These are challenging times for archivists and for MARAC as an organization as it moves toward a "twentieth" anniversary. Active participation by its members is vital to MARAC's success. If you desire to become more involved (and consequently have more fun), please communicate your wishes. At our Steering Committee meeting this summer (my first as chair), we will be discussing both new and ongoing projects and certainly will not forget offers to help.

In the meantime, Fred Armstrong, myself, and members of our committees have been hard at work on the Fall meeting. For those who are planning to attend, I look forward to seeing you in Charleston.

–Karen Dawley Paul




The Local Arrangements Committee continues to plan alternative tours and events for the members who will be visiting Charleston for the Fall 1987 meeting. Pre-conference tours to be offered on Thursday include a tour of the Capitol Complex, with the Cass Gilbert-designed State Capitol. In the shadow of the Capitol stands the Cultural Center, housing the Department of Culture and History, the parent department for the State Archives and Museum, and the Library Commission, operating outreach library programs throughout the state. The Cultural Center will also host the Friday evening reception for MARAC members. A buffet reception and entertainment by various West Virginia artists will highlight the evening. The Governor's Mansion, located on the Capitol Complex grounds, will be available for touring by MARAC members.

*(Continued on page 3)*

**FALL '87 MEETING**
*(Continued from page 2)*

The Sunrise Art Museum will be another tour offering on Thursday afternoon. The exhibit in October will be "The Fine Line: Master Etchings From the Huntington Museum of Art" and private collection prints. The Craik-Patton House, built in 1834, will also be offered with the Sunrise tour. A walking tour of the Historic East End of Charleston, with its Victorian architectural features and a trip to Spring Hill Cemetery will be offered by a member of the State Historic Preservation Unit staff.

For those wishing to see other parts of the region, a bus trip to Blenko Glass in Milton and the Huntington Museum of Art will be offered if there is enough interest. The Ohio River Odyssey exhibit will be the primary exhibit at that time in Huntington.

Other possibilities still being explored include trips to the dog track on either Thursday or Saturday, and a sightseeing cruise on the sternwheeler *P.A. Denny* if the weather permits. For wine lovers, West Virginia offers six local wineries where tours and tasting may be arranged. For further details contact the Local Arrangements Committee, West Virginia Dept. of Culture and History, Cultural Center, Capitol Complex, Charleston, WV 25305.

## Archives: The Living Constitution

MARAC's fall meeting in Charleston, West Virginia, October 15-17, will be dedicated to the "Living Constitution." As we commemorate the bicentennial of the United States Constitution, we celebrate more than the parchment on formal display at the National Archives, but the fundamental compact that daily guarantees our rights and liberties as citizens. All archives share this "Living Constitution" by protecting and preserving the documentary records of our agencies and institutions, and by providing a sanctuary for research, education, edification and outreach.

The workshops and sessions of this meeting are designed to provide the opportunity to explore, review, expand, celebrate, and strengthen the variety of ways in which Archives exemplify the Living Constitution.

Beginning Thursday, October 15, three limited-enrollment workshops will be offered. They include "Local Records: From Current Management to Archives;" "Starting an Electronic Records Program;" and "Archives Administration–Beyond the Basics."

Reflecting the conference theme, program topics explore archival involvement in the rights to privacy and to know, archives and the law of copyright, and national trends in government information policies. Other sessions examine efforts to "document the documentless," to "document disasters," to devise outreach programs for new audiences, and to influence and learn from the business community in furthering archival programs.

Several sessions examine state and local public records programs including state archival histories; current and future issues involving local records programs; appraisal and selection of government records of administratively divided, shared, or parallel jurisdictions–federal, state, and local; and problems and solutions for "displaced/misplaced records: lost and found archives."

Archives as cultural resources are celebrated in "The Critical Eye: Three Ways of Looking at the Photographic Image" and "Sticks and Stones: Documenting Buildings." Computer sessions include discussions of automation in the small archive and implementation of the MARC format.

One final session, scheduled all by itself for everyone's enjoyment and pleasure, is devoted to preserving, popularizing, perpetuating, and otherwise celebrating West Virginia's rich folk music and oral traditions.

Two special guests will address the conference. Leonard Rapport, our Friday luncheon speaker will share his experiences as an itinerant searcher tracing the documents of the Federal Convention in remarks entitled "From Maine to Georgia with Camper and Camera: An Archival Odyssey." Ken Hechler, Secretary of State of West Virginia and former U.S. House of Representatives member, will discuss archives and records from a variety of perspectives–historian, researcher and author (*The Bridge at Remagen*, subsequently a film), records creator (Special Assistant to President Harry S. Truman), historical editor (Roosevelt papers), professor, and administrator.

The Charleston meeting offers something for everyone, from the practical to the theoretical, from the cultural to the "constitutional!" We hope to see you there!

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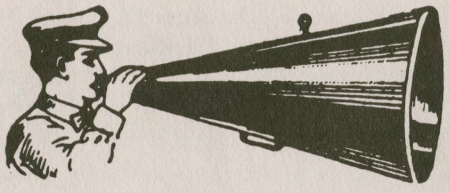

## NEWS NOTES

### MARAC TO PUBLISH 15TH ANNIVERSARY VOLUME

The MARAC Publications Committee is seeking articles for a volume of readings in advanced archival administration to be published by MARAC next year. The working title of the volume is "Archives Respond to the Information Age." The theme will be the past development, present status, and future direction of archival programs and practices in the mid-Atlantic Region. Articles should describe and analyze archival issues within the broad context of modern information management. Possible topics may include archival program development in diverse institutional settings, the role of archives in documenting modern society, the effect of automation on description and reference practices, archives as a profession, records management and archives, electronic records, preservation administration, the uses and users of archives, etc. To the extent possible, there will be two articles for each topic: one to analyze broad trends and one to analyze a specific case study. Proposals for articles should be sent to or can be discussed with Tom Mills, New York, State Archives, Cultural Education Center, Albany, NY 12230; phone (518) 474-1195. Article topics and authors will be selected by October 1987, and final articles will be due in March 1988.

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### NATIONAL ASSOCIATION FOR THE EXCHANGE OF INDUSTRIAL RESOURCES

A non-profit organization, the National Association for the Exchange of Industrial Resources, gives away millions of dollars worth of new supplies and equipment every year.
NAEIR solicits contributions of inventory from American industry, then distributes it to non-profit agencies and schools all over the country. If members take full advantage of the program, they can get a 10 to 1 return on their investment.

Members receive such things as office supplies, computer items, janitorial and maintenance supplies, plumbing and electrical fixtures, hand and power tools, furniture, clothing, sporting goods, arts and crafts items, and books.

Annual dues are $395, which entitles a member to request items from quarterly gift catalogs. The average member receives $4,500 worth of supplies and equipment a year–all of which is brand new. Members pay only shipping and handling for the items they receive. The materials themselves are free.

Membership is open to any non-profit, tax-exempt 501 (c)(3) organization in the United States.

For further information about NAEIR membership, write: NAEIR, Dept. NG-3, 560 McClure Street, P.O. Box 8076, Galesburg, IL 61402, or phone 309/343-0704.

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### ARCHIVES IN RELIGIOUS INSTITUTIONS

NHPRC has awarded a grant to fund a Religious Archives Technical Assistance Project under the auspices of Archivists in Religious Institutions (ARI) and the American Bible Society. Under the guidance of a professional archivist, archivists from 40-45 participating institutions will attend an initial 2-day planning workshop, followed by a 2-3 day on-site consultation by the project archivist, and culminating in a written report with recommendations. The project archivist will be available to answer questions and provide assistance to participants throughout the project. The project will also develop some cooperative services: joint purchasing of archival supplies, offering of multi-institutional technical services, and in-service training programs. While primarily directed to religious archives, other archives can participate if space permits. For further information or an application form contact Peter Wosh, American Bible Society, 1865 Broadway, New York, NY 10023, or call (212) 581-7400.

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### CCAHA INVITES APPLICANTS FOR SUBSIDIZED CONSERVATION SURVEYS

The Conservation Center for Art and Historic Artifacts is entering the second year of a three-year grant from the National Endowment for the Humanities to continue its conservation survey program for selected repositories in the greater mid-Atlantic region. Surveys are being provided at a nominal cost plus travel expenses to members of CCAHA. Membership is available to any non-profit institution for an annual fee of $50.

A typical survey includes an on-site day of consultation followed by the submission of a comprehensive written report and any necessary supplementary information. The Conservation Center offers three types of survey services tailored to different conservation needs. The Overview Survey involves a general review of an institution's preservation needs including environment (temperature, humidity, light, housekeeping, fire and security), storage, handling, disaster preparedness, exhibitions, and preservation planning. A Specific Collection(s) Survey involves a careful inspection of a collection, often in the form of

a random sample, that results in detailed housing and/or treatment recommendations. These recommendations are designed to help the institution set priorities and formulate cost estimates. An Individual Items Survey involves the preparation of condition reports, proposed treatments and estimates for valuable individual items or groups of items in a collection. More than one type of survey may be conducted during a single consultation depending upon the time involved and the needs of the institution.

Libraries, archives, historical societies, and other repositories are invited to submit a letter of application. This should describe the nature, size, and preservation needs of the collection, past and present preservation efforts, and the goal of the survey. Preference will be given to institutions based on the following criteria:

1. Institutions containing collections of unique material of significant research value to the humanities scholar and/or the local historian.
2. Institutions willing to make a commitment to implementing a long-term preservation plan.
3. Institutions who can demonstrate financial need.

Selections will be made twice a year and applications that cannot be accepted in one round can be reconsidered in future rounds. The Conservation Center will continue to provide surveys at full cost to those institutions who cannot meet the subsidized survey criteria.

Letters of application should be sent to Lois Olcott Price, Senior Conservator, Conservation Center for Art and Historic Artifacts, 264 South 23rd Street, Philadelphia, PA 19103, phone (215) 545-0613.

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## NHPRC ARCHIVAL ADMINISTRATION FELLOWSHIPS: HOST INSTITUTION PROPOSALS SOLICITED

The National Historical Publications and Records Commission (NHPRC) and the Andrew W. Mellon Foundation announce the fourth year of jointly-funded fellowships in archival administration for the 1988-89 academic year. Archival institutions interested in hosting a fellow are encouraged to submit applications.

The primary criterion for institutional selection is the capability of involving the fellow in a wide range of archival administrative experiences. The fellowships are intended to provide the fellows with nine to ten months of training through work with experienced archivists in the administration of archival institutions.

Contingent upon funding availability, three host institutions will be chosen at the October 1987 Commission meeting. In the spring of 1988, the institutions will select the individual fellows from a pool of applicants. The fellowships will begin between August and October 1988 and last for nine or ten months.

The individual archival fellows must have at least three years' experience in archival work and two semesters of graduate study in a program containing an archival education component. The fellowships provide a $21,000 stipend and $4,200 for fringe benefits.

Prospective host institutions should contact the Commission staff after July 15, 1987, to verify funding availability. Host applications must be returned to the Commission not later than October 1, 1987. Please request guidelines and application forms from the NHPRC - NPR, National Archives Building, Washington, DC 20408, (202) 523-5386.

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## AMI OFFERS SEMINAR/WORKSHOPS

Archives and Museum Informatics is offering three seminar/workshops at the repository of the participants. The workshops are "Planning and Implementing Automated Collections Management"; "Strategic Planning for Information Technologies in Archives and Museums"; and "Authority and Vocabulary Control in Archives and Museums."

Each of these three-day educational programs begins at 1:30 p.m. on day one and ends at noon on day three. Each is led by David Bearman, who combines lecture, guided discussion, workshop exercises, and small group projects in a program designed to teach concrete skills. Seminar/workshops can be customized to include topics or be aimed at audiences other than those targeted. Seminar/workshops offered on your site, under your terms for participants (tuition or free). There are no prerequisites. Workshops are limited to 20 participants except by arrangement. Each seminar/workshop costs $1500 plus the expenses of the instructor. If two seminar/workshops are offered in the same place in one week, the charge is $2500 plus expenses. For detailed course descriptions or further information, contact David Bearman at Archives & Museum Informatics, 5600 Northumberland St., Pittsburgh, PA 15217 or call (412) 421-4638.

## ARCHIVISTS' CALENDAR

*Smithsonian Institution Archives*
In September 1987 the Smithsonian Archives is planning a Smithsonian-wide seminar on the management of audio-visual collections. The seminar will focus on the conservation, organization and effective administration of motion pictures, photographs, videotapes and audio-tapes. The seminar will feature lectures, workshops and tours over a two-week period. Open to all Smithsonian staff, the workshop is a follow-up to a popular seminar on the administration of photograph collections offered at The National Museum of American History in 1985. For more information contact Diane Vogt-O'Connor, Smithsonian Institution Archives, A & I Building 2135, 900 Jefferson Drive S.W., Washington, DC 20560.

* * *

The Western Archives Institute, sponsored by the Society of California Archivists, the California State Archives and UCLA will take place July 20-31 on the UCLA campus. A faculty of 30 professionals will share their knowledge of archival and manuscript processing, reference, outreach, administration, conservation, photographs, micrographics, oral history, records management, non-paper media and new technologies. Featured instructors will include former Archivist of the United States, James B. Rhoads, and former SAA Executive Director Ann Morgan Campbell. The registration fee for the two-week institute is $400. For further information on housing and course content contact Western Archives Institute, California State Archives, 1020 "O" Street, Suite 130, Sacramento, CA 95814, phone (916) 445-4294.

* * *

The annual meeting of the National Association of Government Archives and Records Administrators (NAGARA) will take place in Atlanta, GA, July 22-25, 1987. For further information, contact Bruce Dearstyne, New York State Archives, 10A75 Cultural Education Center, Albany, NY 12230.

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*Preservation Workshops at Johns Hopkins*
This summer the Collection Maintenance Department of the Johns Hopkins Eisenhower Library will be presenting the first two of six one-week workshops in library and archives preservation techniques. The course will be repeated in July 1988 and 1989. These workshops are designed to provide minimal training for preservation practitioners in libraries and archives. The emphasis is on hands-on demonstration and practice with close supervision in small groups Attendance is limited to fifteen participants for each session. There is no fee for the workshop; inexpensive lodging with meals is available. Call the Collections Maintenance Department at (301) 338-8380.

* * *

The Program Committee of the National Council on Public History requests proposals for sessions at its annual meeting in Denver, Colorado, March 3-6, 1988. They encourage innovative interdisciplinary and non-traditional proposals for sessions, workshops, papers, etc. The theme of the annual meeting will be, "Our Nation's Heritage: Preserving and Interpreting America's Past." This theme includes many issues such as archives, libraries, cultural resources management, museums, teaching, film, management, politics and policy, and interpretation. There will be 32 sessions of 1½ hours length. The committee encourages proposals for individual presentations and complete sessions, but reserves the right to suggest changes and alterations in complete sessions. The committee will also have a meeting room for up to 20 persons available for ad hoc meetings, presentations, etc., in order of receipt of requests. DEADLINES: For session proposals–September 10, 1987; for scheduling the ad hoc meeting room–November 15, 1987. The committee will respond to proposals by the end of December. Address proposals and requests for the ad hoc meeting room to: Brit Storey, Co-Chair, Program Committee, National Council on Public History, 7264 West Otero Avenue, Littleton, Colorado 80123.

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The Description Section is sponsoring a Finding Aids Fair at the annual meeting of the Society of American Archivists. The Fair, a display of finding aids from all types of repositories, is an informal way to exchange information and ideas about descriptive practices. Many archivists appreciate the opportunity to examine the products of descriptive work from other institutions.

Finding aids for the Fair can be brought to the SAA annual meeting in New York and delivered to the FAF exhibit location, or they may be sent well ahead of the annual meeting dates (September 2-6, 1987) to Joan Warnow, Center for the History of Physics, American Institute of Physics, 335 East 45th Street, New York NY 10017. Make sure that all mailed packages are clearly marked "For SAA Finding Aids Fair." Contributors who wish to have their samples returned should mark them "To Be Returned" and should retrieve them from the exhibit table prior to the conclusion of the annual meeting.

Any questions regarding the Fair should be directed to Kathy Brennan, 1609 Hyatt Avenue, Peekskill, NY 10566, (914) 739-1921.

**MARAC STEERING COMMITTEE**
**BALTIMORE, MD.**
**7 MAY 1987**

*Attending*: Robert Morris, Denis Sennett, Ron Becker, Joan Gosnell, Cora Teel, Karl Niederer, Laurie Baty, Gerry Yeager, Frederick H. Armstrong, Jodi Koste, Martha Slotten, Tom Wilsted, Paul Hensley, Roy Tryon, Lauren Brown, Lee Stout, Greg Hunter, Elaine Engst, Mary Wolfskill, Don Harrison, Fred Stielow, Karen Paul, and Maxine Lurie.Robert Morris called the meeting to order.

*Previous Minutes*: The minutes were approved with no corrections.

*Chairman's Report*: Robert Morris reported on the committee structure and operations during the past year. The following appointments were announced:

*Membership Committee*:
Adele Lerner will chair.
*New Jersey State Representative*:
Maxine Lurie was appointed to fill the term.
*Finding Aid Committee*:
Virginia Purdy resigned.
*Education Committee*:
Tom Wilsted will be the at-large representative.

*Secretary's Report*: Denis Sennett distributed the following report on the current membership:

| | |
|---|---|
| Delaware | 10 |
| District of Columbia | 213 |
| Maryland | 111 |
| New Jersey | 52 |
| New York | 235 |
| Pennsylvania | 147 |
| Virginia | 93 |
| West Virginia | 14 |
| Others | 25 |
| Institutional Members | 37 |
| (Complimentary Newsletters | 11) |
| Total Mailing List count: | 937 |

*Treasurer's Report*: Greg Hunter distributed the financial report.

*Local Arrangements Reports*: Martha Slotten announced the location of future meetings:

| | |
|---|---|
| Spring 1988 | Allentown, PA |
| Fall 1988 | Wilmington, DE |
| Spring 1989 | Albany, NY |
| Fall 1989 | Williamsburg, VA |
| Spring 1990 | New Jersey |
| Fall 1990 | Roanoke, VA |

Laurie Baty and Gerry Yeager gave the report on the Baltimore meeting, and indicated that the hotel has been cooperative and has addressed all of our needs and expectations.

Fred Armstrong and Karen Paul gave a report on the Charleston, West Virginia meeting to be held October 15-17, 1987.

*Newly-Elected Members*: Robert Morris introduced the newly elected members of the Steering Committee:

*Officers*:
Karen Paul, Chair
Martha Slotten, Vice Chair
Brother Denis Sennett, S.A., Secretary
Gregory S. Hunter, Treasurer

*Members-at-large*:

| | |
|---|---|
| Kathleen Roe | Karl Niederer |
| Tom Wilsted | Diana Lachatanere |

*Nominating Committee*: Jodi Koste reported on the last election and on the mission, goals and operations of the committee.

*Semi-Annual Meeting Handbook*: Several revisions regarding the financial guidelines of this handbook were suggested and made.

*Archivist Report*: Lauren Brown reported on the status of the MARAC archives.

*Committee Manual*: Jodi Koste led the discussion regarding revisions of the handbook. After discussion, the MARAC Committee Manual was moved by Denis Sennett to be accepted. Seconded and passed. The committee will see that the final corrections are made and distributed to the members of the Steering Committee.

An amendment will be proposed at the business meeting to change the by-laws of MARAC to make Local Arrangements and Program Committees special committees.

*Publications Committee*: Don Harrison reported that Tom Mills will be editor of 15th anniversary issue. Finding Aid Committee will print a brochure. (A motion by Rebecca Ebert that finances be approved for publishing this brochure is pending approval by the Publications Committee.) The Committee will reprint *Guidelines*. Richard Steele will coordinate advertising for the *mid-atlantic archivist*.

Ron Becker reported on the new format of the newsletter. After two more issues, an evaluation will be made regarding the possibility of mailing it first class.

*Membership*: The membership year will continue to be from Oct. 1 to Oct. 1 each year. Anyone not paid by January 1 will be dropped from the membership list.

The *Guidelines*, past issues of the newsletter, and outdated membership list will no longer be sent to new members. However, a card will be sent upon payment of dues.

*Handbook for Officers*: Jodi Koste moved and Lee Stout seconded that a handbook be made for the officers and steering committee members which contains documentation of MARAC. The motion was passed.

*Future Meeting Committees*: Jodi Koste asked that on each meeting's program, a place be allotted for future local arrangements and program committees for the next meeting to convene.

Respectfully submitted,
Denis Sennett, S.A., Secretary

# MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
## TREASURER'S REPORT, 1986/87 FISCAL YEAR
## FOURTH QUARTER (INTERIM) - MARCH 1, 1987 TO APRIL 30, 1987

| Item | Budget | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total | Budget % |
|---|---|---|---|---|---|---|---|
| Income | | | | | | | |
| Membership Dues | 8,950.00 | 235.00 | 5,263.00 | 2,356.00 | 170.00 | 8,030.00 | 89.72 |
| Publication Sales | 250.00 | 61.50 | 2.00 | 114.50 | 0.00 | 178.00 | 71.20 |
| T-Shirt Sales | 25.00 | 30.00 | 0.00 | 0.00 | 0.00 | 30.00 | 120.00 |
| MAA Advertising | 500.00 | 75.00 | 0.00 | 0.00 | 0.00 | 75.00 | 15.00 |
| Bank Interest & Credits | 800.00 | 111.58 | 155.54 | 176.07 | 68.97 | 512.16 | 64.02 |
| Pa. Abolition Society | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Conferences | 1,750.00 | 0.00 | 3,992.49 | 3,485.19 | 0.00 | 7,477.68 | 427.30 |
| | 12,775.00 | 513.08 | 9,419.03 | 6,131.76 | 238.97 | 16,302.84 | 127.62 |
| Expenses | | | | | | | |
| Secretary | 200.00 | 0.00 | 165.97 | 60.00 | 137.00 | 362.97 | 181.49 |
| Steering Committee | 1,250.00 | 770.00 | 0.00 | 540.75 | 93.00 | 1,403.75 | 112.30 |
| Nominating Committee | 650.00 | 0.00 | 0.00 | 104.00 | 664.42 | 768.42 | 118.22 |
| Publications Committee | 200.00 | 0.00 | 0.00 | 89.00 | 139.90 | 228.90 | 114.45 |
| State Caucuses | 850.00 | 26.00 | 57.30 | 146.65 | 93.13 | 323.08 | 38.01 |
| Newsletter | 6,250.00 | 1,555.35 | 1,448.00 | 1,515.81 | 1,783.26 | 6,302.42 | 100.84 |
| Technical Leaflets | 400.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Technical Leaflets Reprint | 600.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Anniversary Volume | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Custer Award | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Finding Aid Award | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Pa. Abolition Society Awa | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Nat'l Coordinating Comm. | 200.00 | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 | 100.00 |
| Membership Renewal | 550.00 | 160.00 | 334.44 | 0.00 | 0.00 | 494.44 | 89.90 |
| Mailing List Maintenance | 150.00 | 34.76 | 0.00 | 88.17 | 29.38 | 152.31 | 101.54 |
| Post Office Permit | 50.00 | 0.00 | 0.00 | 50.00 | 0.00 | 50.00 | 100.00 |
| Bank Charges | 75.00 | 4.00 | 10.00 | 4.00 | 0.00 | 18.00 | 24.00 |
| Membership Directory | 0.00 | 225.85 | 0.00 | 0.00 | 0.00 | 225.85 | ERR |
| Agresto Committee | 0.00 | 164.56 | 0.00 | 0.00 | 0.00 | 164.56 | ERR |
| Conference Advances | 0.00 | 500.00 | 0.00 | 546.00 | 0.00 | 1,046.00 | ERR |
| Finance Committee | 0.00 | 106.00 | 0.00 | 000 | 0.00 | 106.00 | ERR |
| Membership Devel. Comm. | 0.00 | 0.00 | 177.50 | 106.50 | 0.00 | 284.00 | ERR |
| Publications Mailings | 0.00 | 0.00 | 70.34 | 0.00 | 0.00 | 70.34 | ERR |
| Task Force on Comm. | 0.00 | 60.00 | 0.00 | 0.00 | 0.00 | 60.00 | ERR |
| | 12,225.00 | 3,606.52 | 2,263.55 | 3,250.88 | 3,140.09 | 12,261.04 | 100.29 |

| Summary | | Fund | Opening | Credits | Debits | Closing |
|---|---|---|---|---|---|---|
| OpeningBalance | 20,034.01 | | | | | |
| Income | 238.97 | Current | 8,942.92 | 238.97 | 3,140.09 | 6,041.80 |
| Expenses | 3,140.09 | Endowed | 3,000.00 | 0.00 | 0.00 | 3,000.00 |
| | | Reserve | 8,091.09 | 0.00 | 0.00 | 8,091.09 |
| Closing Balance | 17,132.89 | Surplus | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | 20,034.01 | 238.97 | 3,140.09 | 17,132.89 |
| Checking | 46.08 | | | | | |
| Money Market | 7,086.81 | | | | | |
| Certif. of Deposit | 10,000.00 | | | | | |
| | 17,132.89 | | | | | |

## BUSINESS MEETING
## BALTIMORE, MD.
## 9 MAY 1987

Robert Morris opened the meeting and summarized the decisions of the Steering Committee.

Bro. Denis Sennett S.A. gave the secretary's and membership reports.

Greg Hunter presented the budget and discussed some of the points of change.

Robert Sink moved that MARAC increase its contribution to the National Coordinating Committee for the Promotion of History to $350.00 this year and $500.00 next year. Seconded and passed by the membership.

Motion: Jodi Koste moved that a by-law change be made: That the Meeting Coordinating Committee become a standing committee and the Local Arrangements and Program Committees be made special committees. Seconded and passed by the membership with 1 opposed.

Ron Becker spoke about the new format of the newsletter and reminded the state representatives of their obligation to send in news.

Karen Paul and Fred Armstrong gave a report on the Fall, Charleston, WV meeting: "Archives: The Living Constitution."

Don Neal, Executive Director of the Society of American Archivists was introduced, and spoke of his work with regional organizations.

RESOLUTION; Whereas, the Baltimore meeting of MARAC was planned and executed in unprecedentedly spacious and elegant surroundings in the Belvedere Hotel, and

Whereas only a handful of members suffered serious hip injuries or near amputations from the fast closing hotel elevator doors, and

Whereas, the Local Arrangements Committee graciously provided beautiful weather for all three days of this conference and

Whereas, the said committee arranged for comfortable accommodations, a well stocked hospitality suite, and a pleasant reception at the Maryland State Archives to the accompaniment of a fife and drum corps, and

Whereas, the baseball fans among our members were willing to overlook the fact that the Orioles were not in town, Now, therefore,

BE IT RESOLVED by the Steering Committee and membership of MARAC to extend our sincere thanks to Laurie Baty and the hard working and efficient members of the Baltimore Local Arrangements Committee.

RESOLUTION; Whereas the Baltimore meeting of MARAC contributed to our understanding of our changing archival perspective and

Whereas, the Program Committee for said meeting presented a wide variety of informative sessions, ranging from local history sources on Baltimore to the SAA trip to China, and

Whereas, Frank Evans has proselytized in the name of archival missionaries to the Third World, and Frank Burke has suggested that if we do a good job with MARAC, we can move up to hold office in SAA, now, therefore,

BE IT RESOLVED, that the membership of MARAC heartily thank Gerry Yeager and her Program Committee for their dedicated service.

RESOLUTION; Whereas, Bob Morris has served as the Chair of MARAC for the last two years and

Whereas, he led us in the fight against the nomination of John Agresto, and

Whereas, he oversaw the creation of a committee manual and a revision of the semi-annual meetings handbook, and

Whereas, he almost kept his promise to keep Steering Committee meetings under two hours, therefore,

BE IT RESOLVED that the Steering Committee and the Membership thank Robert Morris for his hard work and dedication to the Mid-Atlantic Archives Conference.

Meeting ended at 9:35 a.m.

Respectfully submitted,
Denis Sennett, S.A., Secretary

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## EDUCATION/OUTREACH

*Education Workshop*
An all-day workshop, tentatively scheduled for early October in New York City, is sponsored by METRO with programming provided by the ART. "Archives for Librarians" is designed to provide an introduction to archival work for librarians who have responsibility for maintaining collections of historical records. More information can be obtained by writing METRO, 57 Willoughby Street, Brooklyn, N.Y. 11201.

*Rare Book School 1987*
Columbia University School of Library Science is offering a variety of courses in July. Some courses are intended for those with no prior course work while others are directed at those who have had some bench experience in bookbinding. Additional information will be provided by writing to: Rare Book School, Columbia University School of Library Science, 516 Butler Library, New York, NY 10027.

*Archivists of Religious Institutions*
Sally Roggia, Conservation Consultant of the State of New Jersey, will be the speaker at the next meeting of ARI on November 4, 1987. Her topic is "What Do You Need to Begin a Conservation/Preservation Program?" For more information please call Russ Gasero, (201)246-1779.

*New York University*
A tenth anniversary celebration of New York University Graduate History Program in Archival Management and Historical Editing will be held on October 14, 1987 with a program including dramatic readings, a slide presentation and a talk given by Professor Thomas Bender, Lewis Ruden Professor of Urban History and Chairman of New York University History Department.

Please send your Education/Outreach News to: Mary Ellen Gleason sc, American Bible Society, 1865 Broadway, New York, NY 10023

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## STATE AND LOCAL NEWS

### DELAWARE

The Delaware Historical Records Advisory Board, as a follow-up to its 1986 assessment report, Delaware's Documentary Heritage, is promoting and endorsing projects to enhance historical records administration in the state. Among the initiatives are Board-sponsored workshops on the care of historical records to be held in Dover and Wilmington and conducted by the staff of the State Archives and the Historical Society of Delaware (HSD). For details, contact Joanne A. Mattern (State Archives) or Barbara Benson (HSD).

The Board has also formally endorsed the efforts of Delaware MARAC representative Paul Hensley (Winterthur Museum) in his recent survey of organizations, institutions, and groups in the state to determine their needs for cost-free advice and assistance in addressing their historical records problems. Mr. Hensley has also compiled and distributed a list of Delaware archivists willing to participate in this archival assistance program.

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The State Archives NHPRC-supported local records project has developed public records legislation and a county general records retention schedule. For details contact C. Russell McCabe.

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The State Archives' NEH-supported Photograph Access Project, 1985-1987, has just been completed. Project accomplishments include organization of eleven collections totaling more than 60,000 items, and the drafting of a photograph accessioning and processing manual. For details on the project, contact Randy Goss.

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The first draft of a revised comprehensive public records law for the state has now been completed. Review and comment are underway, with submission to the General Assembly expected by June 30th.

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The Bureau of Archives and Records Management is beginning work on construction of a temperature/humidity controlled storage room in the State Records Center for nearly 60,000 rolls of master and security microfilm and agency machine-readable records. Plans also call for installation of a Halon fire suppression system.

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### NEW JERSEY

The Anne May School of Nursing Library at the Jersey Shore Medical Center received the first place prize in the booklist media category from the New Jersey Library Association for a bibliography on women and health.

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The New Jersey Library Association, Preservation Section has elected the following MARAC members as officers for the coming year: Elsalyn Palmisano Drucker, President; Frederic C. Pachman, Secretary; Susan Swartzburg, newsletter editor; and Gary Saretzky, Past President, Board member.

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### NEW YORK

*NY Central Park Records*
A description of a scrapbook of records of Central Park, published in a Swann's auction catalog and noticed by a staff member of the NYC Department of Records and Information Services, led to the transfer of the scrapbook to the Municipal Archives on April 7, 1987.

Brooklyn Public Library had planned to auction the scrapbook of autographed and printed documents describing daily operations in Central Park from 1859-1870. The scrapbook contains about 150 signed documents and 15 handbills and notices issued by Frederick Law Olmsted or M.A. Kellogg or by other superintendents of Central Park.

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*Westchester County Archives*
The Westchester County Archives opened to the public on June 16, 1987. The County established the program in 1985 with partial funding from NHPRC. The Archives has accessioned about 2000 cu. ft. of records dating from the founding of the County in 1683 to the present. Among the most important records are various 18th century court records and many records pertaining to Westchester County's development of parks and parkways in the 1920s and 30s (the County led the nation in the development of parks during this period). For further information, please contact David W. Carmichael, County Archivist, Records Center and Archives, 2199 Saw Mill River Rd., Elmsford, N.Y. 10523.

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*Jackie Robinson Exhibition*
The New York Historical Society has mounted an exhibition "Jackie Robinson: An American Journey" to commemorate the 40th anniversary of Robinson's entry into major league baseball. For further information please contact The New York Historical Society, 170 Central Park West, N.Y., N.Y. 10024, or phone (212)873-3400.

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The exhibition "The Promised City: New York and Its Immigrants, 1880-1940" detailed in the Spring 1987 issue of the *maa* is sponsored by the New York City Department of Records and Information Services. It can be viewed through September 4, 1987.

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*Records Management Responsibility Transferred to State Archives*
The State Archives, State Education Department, assumed responsibility for state government records management as of April 1, 1987. The Division of the Budget ordered the program transferred to the Archives from the Office of General Services following a report and recommendations by the Governor's Office of Management and Productivity. That study examined the New York program as well as combined records and archival programs in other states. The records management program coordinates the executive branch records disposition process and operates the State Records Center. The terms of the transfer include assignment of eleven existing records management positions, creation of up to eleven additional positions later this year, and creation of an "internal account" system which will support expanded records management efforts via a system of chargebacks to state agencies.

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*New Archives at Brooklyn Museum*
The Brooklyn Museum established its Archives in 1985. The Archives preserves and makes available the records of the museum, and also includes materials from the museum's parent organization, the Brooklyn Institute of Arts and Sciences (1843-1980), and the Institute's predecessor, the Brooklyn Apprentices' Library (1823-41). The repository has received approximately 300 linear feet of records for processing; Archives personnel have surveyed a further 750 linear feet of material and placed these items in a newly organized records storage area as the museum's records management program gets under way.

Holdings include a complete run of Institute and Museum minute books from 1823; records of the Office of the Director from its creation in 1913; curatorial and exhibition records; architectural plans; scrapbooks from 1899 through the 1970s; photographs of the building and gallery installations; and several unpublished histories of the Institute.

The Archives also holds several special collections: The papers of the museum's first Curator of Ethnology (1903-1929), Stewart Culin, including expedition reports from his travels in Europe, the Orient, and the American West; and his study collections on the influences of non-Western textiles and clothing design on Western fashion. The papers of William H. Goodyear, Curator of Fine Arts (1897-1923), include publications, notes, and photographs from his research on architectural refinements and his *Grammar of the Lotus*.

For more information on the Archives and its holdings contact Deborah Wythe, Archivist, The Brooklyn Museum, 200 Eastern Parkway, Brooklyn, NY 11238 (718)638-5000.

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PENNSYLVANIA

*Philadelphia Museum of Art Archives*
The Philadelphia Museum of Art Archives began in 1975 and consists of records dealing with the founding of the Museum (then known as the Pennsylvania Museum of Art) in 1875, up to and including materials relating to the present era.

Currently the Archives contains 900 linear feet of materials including Museum Records of the Museum Corporation, Director's Records, Curatorial Records, etc.; Special Collections and Private Papers such as those of Fiske Kimball and George Grey Barnard; and Special Format Records including architectural drawings, scrapbooks of news clippings and photographs. An Inventory and various Guides are available for a fee upon application to the Archives. Contact Archivist Louise F. Rossmassler, Philadelphia Museum of Art,

Benjamin Franklin Parkway, P.O. Box 7646, Philadelphia, PA 19101 (215)787-5419.

* * *

*Three Pennsylvania County Programs Develop*

Pennsylvania's Chester County Archives and Records Services Department has announced the publication of a guide to the historic records of the Chester County Court of Common Pleas as part of a grant project funded by the National Endowment for the Humanities. The guide includes detailed series descriptions, a history of the court, and a section on legal procedures with a glossary of legal terms. For further information, contact Jack McCarthy, Director, 117 West Gay Street, West Chester, PA 19380.

Northampton County's archives building which was completed in 1984 includes a reading room, a staff room, micrographics filming and processing rooms, and a storage area featuring movable shelving with a storage capacity of 12,558 cubic feet. Contact Maurice Dimmick, County Archivist and Director of Court Services, at the Northampton County Government Center, Easton, PA 18042, for additional information.

Schuylkill County is scheduled to begin construction of its new Archives and Records Center Building in June 1987. The facility will be located next to the county courthouse and will utilize multi-level shelving. Minimum storage capacity will be 11,152 cubic feet. The county micrographics unit and the reproduction shop will also be housed in the new building. Officials expect to be able to move some 2,000 cubic feet of vital and historical records dating back to 1810 into the Archives by early December. For further information on the building, contact Lois A. Wallauer, County Records Manager and Deputy Court Administrator, Schuylkill County Courthouse, Pottsville, PA 17901.

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Bloomsburg University has been awarded a grant from the Pennsylvania Historical and Museum Commission to develop a campus-based university records management system which will address identification, retention, and preservation of university records. Hugh J. McFadden, Jr., Director of Institutional Planning, Research and Information Management, and Roger W. Fromm, University Archivist, form the records management review team.

* * *

VIRGINIA

Prince William County Government began accepting records into its new records center in October. Located in Woodbridge, the total capacity of the center is 4,680 cubic feet.

The records center is about 3,600 square feet with areas for processing, paper shredding, administration, and records storage, including some permanent storage (the county does not have an archives).

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The name of the Virginia State Library will be changed to Virginia State Library and Archives. Governor Baliles signed the bill passed during the recent General Assembly session, to become effective July 1. This reflects the library's responsibilities in the archival and records management areas.

The Virginia State Library is presently issuing general records retention and disposition schedules for local and state governmental agencies. The general schedules provide retention and disposition information from federal, state, and local codes, applicable state agency regulations, and records management studies. The general schedules and accompanying records disposal reporting form authorize officials to retain and destroy records according to the Virginia Public Records Act.

Copies of the approved schedules may be obtained from the Records Branch, Virginia State Library and Archives, 11th Street at Capitol Square, Richmond, Virginia 23219.

* * *

WEST VIRGINIA

The Yeager Collection has been donated to Marshall University by Brig. Gen. Charles E. "Chuck" Yeager and his family.

The collection includes personal and business correspondence, manuscripts, photographs, business files, art works, awards, trophies, audio and video tapes, films, books and memorabilia of General Yeager's colorful career. Among the items is the static tube from the Bell X-1 experimental aircraft which measured the speed of Yeager's flight when he became the first pilot to break the sound barrier, Oct. 14, 1947.

Yeager, who is honorary national chairman of Marshall's new Society of Yeager Scholars, donated the materials to the Marshall Foundation for the Society. Under the agreement with the Foundation, the collection is to be kept closed to the public until after the deaths of General Yeager and Mrs. Yeager, although Marshall officials may select some items for display.

A native of nearby Lincoln County, Yeager was an aerial combat hero in World War II before becoming the nation's best-known test pilot with his faster-than-sound flight of the Bell X-1. Fifteen years after that flight, which laid the foundation for manned space travel, he became commander of the Aerospace Research Pilot School at Edwards Air Force Base, California.

His exploits have been chronicled in the book, *The Right Stuff*, and a film with the same title, as well as his best-selling autobiography, *Yeager*.

Marshall established the Society of Yeager Scholars in his honor last year and Yeager has provided strong support for the program which annually will enroll 20 of the nation's outstanding high school seniors and provide them with four years of enriched academic work at Marshall.

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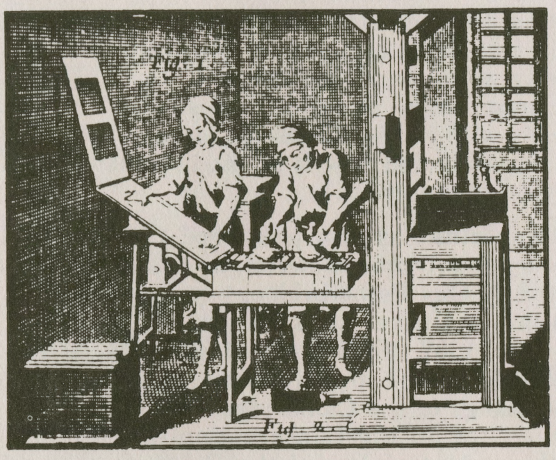

## PRESERVATION NEWS

A conference, "Cryobibliotherapy: Principles and Practice of Freezing in Book Conservation and Disaster Response," was held at Columbia University's School of Library Service on April 3-4. The object was to look at disaster response and the techniques and technology for the salvage of books and archival materials and to consider what we can do to assure that, should disaster strike, we are able to salvage as much material as possible.

The first speakers, Joan Bartel, of the Los Angeles Public Library, and Fred W. Mathews, retired professor from Dalhousie University's library school, presented case studies of their institution's disasters, how salvage was accomplished, and how people coped. The fire at the Dalhousie University's Law School Library, while devastating, destroyed only one floor of the building. The response for the salvage of the materials on the remaining floors was prompt and the water-damaged collections were managable. The University called in Eric and Muriel Lundquist of Document Reprocessors in San Francisco who arrived with a mobile vacuum dryer. Mathews and the Lundquists devised a number of ingenious techniques for the cleaning, drying and reassembling of the collection. His article, "Sorting a Mountain of Books," in *Library Resources & Technical Services*, 31:1 (Jan.-Mar. 1987), pp. 88-94, describes the system using hand-held computers devised to sort and reassemble the books after they had been dried.

Bartel presented a graphic description of the Los Angeles Public Library's devastating fire and its aftermath. A staff of 1500 volunteers was assembled to move 1.2 million books within a short period of time. The logistics were daunting and Bartel spoke of the problems of dealing with the psychology of tragedy and sustaining the morale of the volunteers during the event. Most of the materials remain in freezers, as there is no facility to receive them once they have been dried. Detailed records are being kept and we should learn much about the salvage of water-damaged materials from them.

The technologies of drying books and papers, and the effect of freezing and freeze and vacuum drying on the materials and also on mold and insect infestation were addressed by Mary Lou Florian, Conservation Scientist, British Columbia Provincial Museum, and Charles Remington, Professor of Entomology, Yale University. These technologies are especially interesting as possible substitutes for fumigation for the treatment of infested materials, as fumigation is proving to be harmful to human health. Florian reviewed the literature on the technologies and their effect on materials and micro-organisms. She raised a number of questions about goals and objectives when selecting one for drying and/or fumigation. Readers are referred to her two articles in *Leather Conservation News:* "A Holistic Interpretation of the Deterioration of Vegetable Tanned Leather," (2:1, Fall 1985, 1-6) and "The Freezing Process – Effects on Insect and Artifact Materials," (3:1, Fall 1986, 1-13, 17).

Remington described the effect of freezing on insects and the freezing technique devised at Yale. While this was a controversial treatment at the time, close monitoring of the Beinecke Library has shown no further infestation and the materials are now considered safe. For a description of this technique, see the article by Kenneth Nesheim, "The Yale Non-Toxic Method of Eradicating Book-Eating Insects by Deep-Freezing." *Restaurator*, 6:3-4 (1984), 147-164.

Richard Smith described the Wei T'o freezing method and Eric Lundquist described the vacuum-drying method used by Document Reprocessors. Don Hartnell of Airdex Corporation, Houston, described his company's technique for the dehumidification of water-damaged areas and materials by pumping dry air into buildings to displace moisture and to stabilize both temperature and relative humidity. With very wet materials, this technique can be used in combination with freeze or vacuum freeze drying.

The concluding day was devoted to planning for disaster response and recovery. Sally Buchanan, a consultant on disaster planning discussed the pattern of response in a disaster and presented a series of "rules of thumb" for coping. She observed that books *do* burn and that the damage to books by fire is greater than damage by sprinklers. She is presently completing a book on disaster planning and recovery to be published by the International Federation of Library Associations (IFLA). Richard Smith described the Wei T'o freezer-dryer-exterminator, its use for small-scale disasters was demonstrated in Columbia's conservation laboratory by Gary Frost. Conservator Guy Petherbridge

demonstrated several treatments that he has undertaken on severely damaged materials, with the goal to treat them and to make them as usable as possible.

Barclay Ogden, Head of Conservation, University of California - Berkeley, summed up the conference, observing that librarians and archivists need to explore the technologies for the salvage of materials carefully so that they can make an appropriate response should disaster strike. The papers from this conference, which were thought-provoking, are to be published in a special issue of *Restaurator* within the year.

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Patricia M. Battin, currently Vice President and University Librarian, Columbia University, has been named the first President of the Council on Library Resources Commission on Preservation and Access. She will be responsible for developing and carrying out a new and extensive cooperative program that will involve libraries, archives and universities throughout the country. The initial goal of the Commission is to set in motion a nationwide preservation effort designed to capture the contents of the many thousand "brittle books" by microfilm or other means and to make them permanently accessible.

Attacking the brittle book problem will be a priority not only for the Commission, but also for the American Library Association and the Association of Research Libraries. This is discussed in the Statement of David C. Weber, the Librarian of Stanford University, before the Subcommittee on Postsecondary Education, Committee on Education and Labor, House of Representatives in March. That statement is published in *College and Research Libraries News*, 48:5, May 1987, pp. 238-244.

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Kenneth Harris has been named the Director of Preservation Policy and Services Division at the National Archives and Records Administration. The division includes the Documents Conservation Branch and a new Special Media Preservation Branch for the preservation of still photographs, motion pictures and recordings.

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The Mid-Atlantic Preservation Service (MAPS) has moved into its new quarters on the Lehigh Mountaintop Campus, 111 Research Drive, Room C38, Bethlehem, PA 18015; telephone: (215) 694-1292. C. Lee Jones, formerly with the Council on Library Resources, is the director of MAPS. Archivists are encouraged to visit the facility.

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## CURRENT READING

Butterworths, in association with the International Institute for Conservation of Historic and Artistic Works, has published a 2nd edition of *The Museum Environment* by Garry Thomson (London, 1986. ISBN 0-408-01536-5; LC 85-25446. $39.95). The book was prepared as a text for conservators and curators of museums concerning the damaging effects on exhibits of light, humidity and air pollution. While sections are technical, the book is clearly written and readers with some concern for the preservation of collections should have little trouble with it. The discussion on the effect of light on materials and how it might be controlled is of particular interest.

Butterworths has also published *Conservation of Library and Archive Materials and the Graphic Arts*, edited by Guy Petherbridge, now an instructor at Columbia University's Conservation Program (London, 1987. ISBN 0-408-01466-0; LC 84-28495. $129.95). The publication constitutes the proceedings of the Cambridge 1980 International Conference on the Conservation of Library and Archival Materials and the Graphic Arts. The conference was a landmark first and the papers that are gathered together in this volume are of considerable importance. In his introduction, Petherbridge traces the development of book and paper conservation as a profession. The proceedings are divided into four groupings: paper, vellum and parchment, books and bindings, and modern records, each followed by some discussion by the conference participants. The papers bring together for the first time the thinking of conservators, librarians and archivists on the nature of the materials in their care and review the state of the art.

* * *

Julia Niebuhr Eulenberg's *Handbook for the Recovery of Water Damaged Business Records*, Prairie Village, KA: ARMA Intl., 1986, is an excellent small manual covering the general principles and methods for the salvage of water-damaged business records.

* * *

The American Library Association has published *The Library Disaster Preparedness Handbook*, by John Morris. (1986. ISN 0-8389-0438-6; LC 86-1155). This small volume reviews preventive measures and recovery planning for libraries of all sizes. In addition it discusses building security, problem patrons, theft and mutilation, and insurance and risk management. Morris is an expert in risk management, not conservation, and read in that light, his book is a useful addition to the professional bookshelf.

* * *

Danielle Mihram of New York University has published her bibliography, "Paper Deacidification: A Bibliographic Survey, Part 1," in *Restaurator*, 7 (1986), pp. 81-98. The bibliography, which is limited to publications in the English language, was originally prepared for the Conservation Department at Princeton University Library and the materials cited can be found there.

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The American Institute for Conservation Photographic Materials Group publication, *Topics in Photographic Conservation*, vol. 1, 1986, has recently been published. It includes papers from the PMG's 1986 conferences and is important reading for archivists with photographic holdings. It is available for $12.50 from Maria Holden, AIC-PMG Publications Coordinator, 16 Elm Street, Coxsackie, NY 12051.

* * *

The April 1987 issue of *Conservation Administration News*, No. 29, has several articles of special interest. Hugh A. Taylor describes the objectives of the Conservation Committee of the Canadian Council on Archives and its examination of preservation needs in "Strategies for the Future: The Preservation of Archival Materials in Canada," pp. 1-3. Fernando Racelis describes "The Composition of Inks" pp. 6, 10, 13. Benjamin L. De Whitt has published the first part of an article on "The Long-Term Preservation of Data on Computer Magnetic Media," pp.7, 19, 29.

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*Library Resources and Technical Services*, 31:2 (April-June 1987) has two articles of interest to archivists. Robert J. Milevski and Linda Naines present "a workable design for establishing an in-house repair unit" in "Implementing a Book Repair and Treatment Program," pp. 159-176. The authors argue that an in-house unit may be more cost-effective than having treatments undertaken outside an institution. They review the costs of equipment and supplies and discuss personnel requirements. They also discuss the grounds for the selection of materials to be treated in-house.

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Robert P. Holley describes "The Utah Newspaper Project," pp. 177-191. This is a detailed, well-written description of one state's experience as a part of the NEH funded U.S. Newspaper Project.

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PRESERVATION CALENDAR

July 6-10: Washington, DC. "Principles of Conservation and Preventive Care," workshop offered by the Office of Museum Services, Smithsonian Institution. Specifically designed for nonconservators; covers general principles of preserving and caring for collections.

July 13-18: Austin, TX. 11th Annual Workshop in Basic Training for Art/Architecture Slide Curators, covers all aspects of managing slide collections, with a component devoted to conservation and maintenance. Tuition $275. Contact: Fine Arts Continuing Education, Fine Arts Bldg. 2.4, University of Texas, Austin,TX 78712.

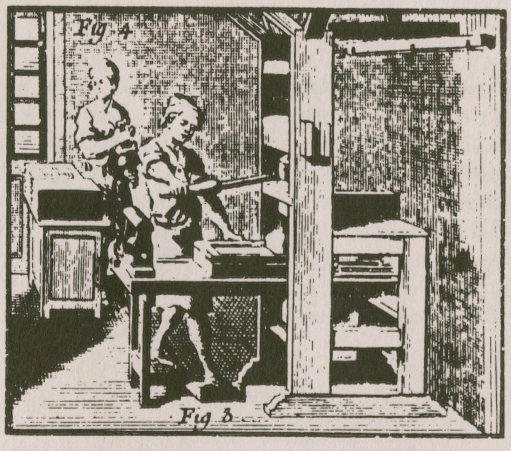
July 19-23: St. Paul, MN. "The Care and Preservation of Two-Dimensional Collections," a workshop. Contact Sheila Riley, NEH Regional Workshops, American Association for State and Local History, 172 Second Ave., Suite 102, Nashville, TN 37201. Repeated August 23-27: Helena, MT and October 25-29: Boston, MA.

August 23-27: Helena, MT. "Care and Preservation of Two-Dimensional Collections," a workshop. See July 19-23: St. Paul, MN.

September 10: NJ. Workshop on Preservation Planning in Libraries, co-sponsored by the New Jersey State Library and the Northeast Document Conservation Center, Andover, MA. Contact: Sally Roggia,Preservation Consultant, NJ State Library, 185 West State Street, CN 520, Trenton, NJ 08625.

October 25-29: Boston, MA. "The Care and Preservation of Two-Dimensional Collections," a workshop. See July 19-23: St. Paul, MN.

--Susan Garretson Swartzburg




## PEOPLE

SISTER MARTIN JOSEPH JONES, archivist and Special Collections librarian at the State University College at Buffalo, recently received the President's Award for Excellence in Librarianship from the State University College at Buffalo, and the State University of New York's Chancellor's Award for Excellence in Librarianship.

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MARIE-LAURE DUTHOIT has joined the rare books firm of Joseph J. Felcone Inc., Princeton, NJ, as bookbinder. She is also accepting private commissions for fine binding and restoration.

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History Associates Incorporated of Rockville, MD has named NANCY M. MERZ to the position of Director of Archives and Records Management Services. Prior to joining History Associates, she was an archivist for the Colonial Williamsburg Foundation and the Texas State Library.

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Among the winners of this year's Bentley Historical Library's fellowship program from the MARAC region are LEE STOUT, Pennsylvania State University, and RICHARD SZARY, Smithsonian Institution. FREDERICK STIELOW, University of Maryland, was named as an Affiliate Fellow. Further information about the 1987 program (including research prospectuses) and application forms for the 1988 program can be obtained from the Assistant Director, Bentley Historical Library, University of Michigan, Ann Arbor, MI 48109-2113, or phone (313) 764-3482.

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The following appointments have been made at the New York City Department of Records and Information Services: MICHAEL BOGDAN is Director of Administration; CHRISTOPHER BEERMANN is general counsel; P. ANNE TAYLOR is Director of the Municipal Reference and Research Center; and GLORIA WALTERS is the Chief of the Records Management Unit of the Municipal Records Center.

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JANE H. ODOM has accepted a position on Capitol Hill as Archivist for Senator Lloyd Bentsen of Texas. She worked previously in the Archives Center at the National Museum of American History.

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ELSALYN PALMISANO DRUCKER has been appointed librarian/archivist at the Ocean Grove, N.J. Historical Society. She has also been elected Vice-President (president elect) of the Interagency Council for Library Resources in Nursing where she represents MARAC.

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ELIZABETH C. STEWART WEBER has left her position as Institute Archivist and Head, Special Collections at Rensselear Polytechnic Institute and is consulting in Terre Haute, Indiana.

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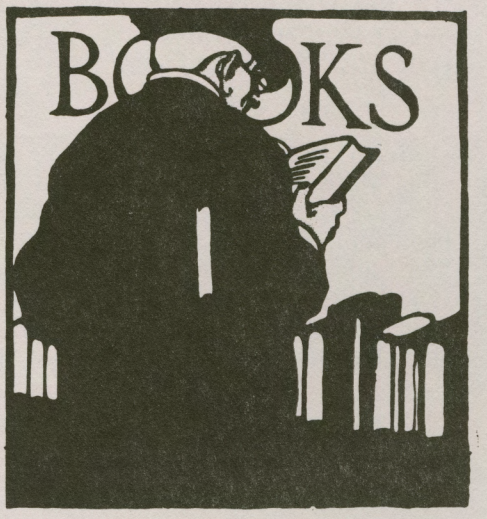


**REFERENCE SHELF**

*A Guide to Archives and Manuscript Collections in the History of Chemistry and Chemical Technology* has been compiled by George D. Tselos and Colleen Wickey. Archives held by government agencies are not included nor are archives held by organizations and companies on their own premises. The *Guide* includes collections in the history of chemistry and chemical engineering, the chemical and pharmaceutical industries, and a number of related chemical process industries and businesses. The *Guide* is illustrated and contains a name and geographical index. Copies are available from the Center for History of Chemistry, 215 South 34th Street, Philadelphia, PA 19104-6310 or phone (215)898-4896.

* * *

The recently published *Information Resources for Archivists and Records Administrators* (Albany, 1987) contains the final report and recommendations of a two-year study aimed at improving the exchange of information about professional practices and procedures within the records community. Prepared by Victoria Irons Walch, consulting archivist for the study, it was sponsored by the National Association of Government Archives and Records Administrators and funded by the National Historical Publications and Records Commission.

The report provides extensive background on existing sources of information exchange practices, and examines why the current system is inadequate for ensuring the availability and accessibility of needed information. It is available from NAGARA, Executive Secretariat, New York State Archives, Room 10A75, Cultural Education Center, Albany, NY 12230, or phone (518)473-8037.

* * *

The Library of Congress has just published *Federal Copyright Records 1790-1800*, a compilation of records from the 11 states and two Federal agencies that received copyright deposits during the first decade of America's Federal copyright law.

Compiled by Elizabeth Carter Wills and edited by James Gilreath, the volume is the result of a co-operative project between the Center for the Book in the Library of Congress and the Library's Rare Book and Special Collections Division. It includes an extensive introductory essay, "American Literature, Public Policy, and the Copyright Records before 1800," by Mr. Gilreath, who is the American history specialist in the Rare Book and Special Collections Division.

The records are drawn primarily from source materials in the Rare Book and Special Collections Division, and are divided by state and presented in chronological order. Each entry contains both the registration for a work and the text of its title page, and users are able to visualize title pages by means of simple type designations. The overall entry format was devised to satisfy as wide a range of scholarly needs as possible within a cataloging scheme adaptable to comprehensive indexing and future automation.

The 165-page book is fully indexed and contains an appendix of key-word references to entries. Five illustrations of representative title pages and registrations are also included.

*Federal Copyright Records 1790-1800* may be ordered from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. The price is $13, postpaid; refer to stock number 030-000-00184-2 when ordering.

* * *

The LaGuardia Archives at LaGuardia Community College has published its annual illustrated calendar. The 1987 edition is entitled "Homes for the People." The publication utilizes historical documents and photographs from the Archives and is available for $3 (payable to LaGuardia Education Fund) from LaGuardia Archives, 31-10 Thomson Avenue, Long Island City, NY 11101.

* * *

Jeffrey Shulman announces the establishment of the Twenty-First Century Press, 44 North Market St., Frederick, Maryland 21701. The books in its American Archives series will collect archival and documentary materials in many fields in order to make primary materials available for undergraduate and graduate use: social history, labor studies, womens' studies, international affairs, ethnic and immigrant studies, government and politics, and so forth.

* * *

Archives and Museum Informatics has announced the publication of a two-part journal entitled *Quarterly Update on Archival Informatics: Newsletter and Technical Reports* (ISSN 0892-2179).

The Newsletter will contain updates on uses of automated techniques in archival repositories and museums, as well as reports on archiving of automated records and record systems and collecting software as an artifact. It will feature critical reviews, assessments and evaluations, and comparative reports in addition to descriptions of new projects. Regular sections will highlight announcements of products, meetings and grants of special interest for archivists and curators. The newsletter will also carry essays by featured columnists and the executive summaries from the technical reports.

The Technical Reports are assessments of the state of particular technologies and the opportunities they present to archives and museum management. Emphasis will be on the applicability of these technologies to real problems of archives and museums at affordable costs. The reports will provide names of products and vendors, details of costs and benefits, analysis of long-range preservation and management implications, and up to date reports on implementation successes and failures. Each report is designed to save time and provide explicit assistance to those responsible for similar efforts. In 1987, the topics of the technical reports will be "Image Storage & Retrieval Using CD-ROM and Videodisc," "Artifical Intelligence in Archives & Museums," "Collecting Software: Issues & Methods," "Scanning Technologies & Collections Management."

Subscriptions to the *Quarterly Update on Archival Informatics: Newsletter*, as a separate publication are $24 for individuals. Subscriptions billed from purchase orders are $40.

Subscription to both parts, the *Quarterly Update on Archival Informatics: Newsletter & Technical Reports*, are $160 (airmail delivery) and will be billed from purchase orders at no additional cost.

To order subscriptions or for further information, please contact Archives and Museum Informatics, 5600 Northumberland St., Pittsburgh, PA 15217 or call (412)421-4638.

* * *

A new brochure entitled "We Are Losing Our Past" has just been issued by the National Association of Government Archives and Records Administrators (NAGARA) in conjunction with the Council of State Governments (CSG).

The brochure describes the preservation problems that face the nation's state archives and suggests a number of ways of meeting them. It is part of a NAGARA project, funded by the National Historical

Publications and Records Commission, to study state archival preservation needs and begin addressing them.

NAGARA and CSG expect to work with state archival agencies to begin implementing the recommendations discussed in the brochure. As a first step, copies of this brochure have been distributed by CSG to Governors and legislative leaders in all the states with the request that they take action to address state archival preservation problems.

A limited number of additional copies and more information on NAGARA's and CSG's preservation plans are available from the Council of State Governments, Iron Works Pike, P.O. Box 11910, Lexington, KY 40578.

* * *

Biblio Tech Films and Richard F. Young, conservation specialist for the U.S. Senate have prepared a step-by-step procedure to protect libraries and archives from fire and water damage. *Library and Archival Disaster-Preparedness and Recovery* consists of a videotape and accompanying workbook. The cost is $98 per set. For further information, please contact David J. Tinsley, Biblio Tech Films, 11420 Vale Rd., Oakton, VA 22124 or phone (703)264-1155.

* * *

*Museum and Archival Supplies Handbook*, revised third edition, is now available from the Ontario Museum Association and the Toronto Area Archivists Group. Since its original publication in 1985, this handbook has received international acclaim. It is fully indexed and contains an extensive bibliography. Over 1600 products and 600 North American suppliers are listed in the handbook, which covers such topics as the care of books and leather bindings, the care and treatment of paper, archival storage containers, packing and shipping materials, workshop and lab supplies, and exhibition and display materials. The handbook is available at $25.00 plus $2.00 postage and handling from: Ontario Museum Association, 38 Charles St. East, Toronto, Ontario M4Y 1T1. (416) 923-3868.

* * *

The Baltimore Area Conservation Group has available for sale the following photocopied leaflets from past workshops and lectures:
1. "Papermaking in Colonial Maryland" by R. Carlton Seitz. 59 pages. $9.00.
2. "Notes on Boxmaking" by Jane Dalrymple. 9 pages. $2.50.
3. "BACG Disaster Preparedness: Local Resources." 10 pages. $2.50.
4. "Cradle Designs for the Exhibition of Books" by Karen Garlick. Send SASE.

For copies send a check payable to the Baltimore Area Conservation Group to: Joseph Turkos, 1402 Walker Ave., Baltimore, MD 21239.

* * *

## QUERIES

Primary documentation is sought for a dissertation (University of Delaware) about the role played within national culture generally by public oratory and lectures concerning the visual arts in America from 1780 to c.1840. Desired sources, whether by artists or laymen, include civic orations, governmental debates, art society addresses, monument or building dedications, public or academic lectures, sermons, funeral eulogies, collegiate debates, valedictorian addresses, educational reform speeches, etc. Information or suggestions for locating manuscripts, tracts, published or unpublished transcripts, attenders' notes, or epistolary descriptions are requested. Please write: Annie V.F. Storr, 111 Lee Avenue, Apt. 403, Takoma Park, MD, 20912.

* * *

## APPRAISERS SOUGHT

The Acquisitions Section of the Society of American Archivists is revising its list of those who will appraise the monetary value of manuscripts for a fee. If you know an appraiser whose work you can recommend, suggest that the person send his or her name, address, telephone number, and description of specialty to Bruce Turner, University Libraries, University of Southwestern Louisiana, Lafayette, LA 70504.

* * *

## MARAC PROCEEDINGS

Beginning with the Fall 1987 conference the *maa* is planning to publish proceedings of sessions and is seeking an editor for this endeavor. Volunteers are also needed to attend sessions and provide the editor with brief but informative summaries of the workshops, papers, and discussions. If you are able to help in this important endeavor, please contact: Ronald L. Becker, Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903, or phone (201) 932-7006.

* * *

## AIA ARCHIVES SEEKS PAPERS OF WOMEN ARCHITECTS

In 1888 The American Institute of Architects elected Louise Blanchard Bethune of Buffalo, New York, as its first woman member. In 1988 it will celebrate

the centennial of her election with both exhibits and publications and has established an Archive of Women in Architecture as part of its regular Archives. The intent of the special collection is to collect biographical data on women in architecture, either as practicing architects, or in fields relating to architecture, to locate research holdings concerning women in architecture and artifacts of the works of such women. If your archives contains data, or if your institution has in its holdings any work by a woman architect, please communicate with Tony P. Wrenn, Archivist, The American Institute of Architects, 1735 New York Avenue, N.W., Washington, DC 20006, (202)626-7496. A fact sheet on the AIA Archives, one on the Archive of Women in Architecture, and a biographical data sheet for recording information on Women in Architecture are all available from the AIA Archives.

* * *

## EMPLOYMENT OPPORTUNITIES

**ARCHIVIST (MANUSCRIPT LIBRARIAN)**, GS-7 ($18,358 to $23,866) or GS-9 ($22,458 to $29,199), The Library of Congress, Manuscript Division, Washington, D.C. Prepares manuscript collections, principally historical manuscripts relating to all phases of American life and culture, for research use through organization and description and, as needed, provides reference service in the Division's reading room. Requires bachelor's degree in American history, literature, or civilization, and one year of professional archivist experience or graduate study in these fields or in archival science. The GS-9 level requires an additional year of experience or a master's degree in an appropriate field. The selected candidate may advance to the GS-12 level without further competition. Qualifications requirements are stated in full in Vacancy Announcement 70411. To obtain announcement and forms call or write The Library of Congress, Recruitment and Placement Office, Washington, DC 20540, (202) 287-5620. Applications must be on Standard Form 171 and be received no later than July 20, 1987. The Library of Congress is an Equal Opportunity Employer.

* * *

**ARCHIVAL CONSULTANT**. The Los Angeles County Task Force on Historical Records Preservation will be soliciting bids in July 1987 for services of an archival consultant to develop a County-wide program to identify, process and preserve historical records of Los Angeles County.If you are interested in submitting a proposal, please notify: Violet Varona, Executive Office - Board of Supervisors, 500 West Temple Street, #383, Los Angeles, California 90012.

* * *

**PAPER CONSERVATOR,** New York City Municipal Archives. The New York City Municipal Archives, a division of the Department of Records and Information Services, is seeking a qualified paper conservator for a one year N.E.H. grant funded project. Duties: To evaluate and treat a collection of 19th century architectural drawings from the N.Y.C. Parks Department Collection. The successful candidate will work with the project director and assistant conservator in a newly designed conservation laboratory. Requirements: Two years of experience in paper conservation with a minimum of one year emphasis on architectural drawings. A graduate of an accredited conservation program preferred. Demonstrated ability to plan and execute appropriate conservation treatments. Salary is $22,000 plus fringe benefits for the term of the grant. Position is available as of July 1st, 1987. Qualified candidates are requested to send a letter of application with resume and references to the attention of the Preservation Section, N.Y.C. Municipal Archives Division, Department of Records and Information Services, 31 Chambers St., New York, NY 10007.

Brother Denis Sennett
MARAC Secretary
Friars of the Atonement Archives
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The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers; and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are $10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to *maa* for $ 10.00. Requests for back copies of *maa* ($1.25 each copy) and membership applications should be addressed to: Brother Denis Sennett, MARAC Secretary, Friars of the Atonement Archives, Graymoor, Garrison, NY 10524. Items submitted for *maa* publication should be typed and double-spaced. Send material to: Ronald L. Becker, Department of Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903; telephone (201) 932-7006. Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Richard W. Steele, 468 17th Ave.., Paterson, NJ 07504, telephone (201)684-7053.

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